



<b>Classification:</b> Energy Analyst	<b>Position No.</b> 430-5837-005
<b>CBID:</b> R10	<b>Office:</b> Building Standards
<b>Date Prepared:</b> January 20, 2014	<b>Division:</b> Efficiency
<b>KEY: (E) IS ESSENTIAL, (M) IS MARGINAL</b>	

The Energy Analyst is under the supervision of the Energy Commission Supervisor II (EFF) in the Building Standards Office of the Efficiency Division. The incumbent performs work of average difficulty in a wide variety of consultative and analytical energy assignments supporting the adoption, updating and implementation of the Energy Efficiency Standards for newly constructed buildings and additions and alterations to existing buildings. The mission of the office is to develop cost-effective building design and construction standards that provide benefits through energy efficiency and on-site renewable energy generation.

**WORKING CONDITIONS:** Work is performed indoors in an office setting.

#### **DUTIES AND RESPONSIBILITIES:**

- 40% Perform routine technical and analytical work to support the adoption, updating and implementation of the Residential and Nonresidential Building Energy Efficiency Standards (Standards) for newly constructed buildings and additions and alterations to existing buildings. Analyze, make recommendations and provide technical assistance on a wide range of activities and issues supporting the Standards, the development of programs for improving energy efficiency beyond the minimums set by the Standards, and the development of strategies and programs to improve the efficiency of existing buildings. Perform building energy modeling utilizing the public domain software programs, CBECC-Res and CBECC-Com to support the Office's standards development activities. (E)
- 25% Assist in the development and presentation of technical information materials to promote energy conservation and efficiency technologies supporting the Standards. (E)
- 10% Assist in the management of contracts including the responsibilities for assisting in the preparation of solicitation documents, conducting bidders' conferences, proposal evaluation and selection, negotiation of work statements, deliverables and financial charges, preparation of contracts and request memos, assigning work, monitoring work progress, approving invoices, tracking expenditures and preparation of necessary paperwork. (E)
- 10% Respond to requests for assistance and information from project proponents and others interested in energy policy, programs and technologies. (E)
- 10% Assist in the preparation of reports, program and technology issues and achievements. (E)
- 5% Perform other related duties as required consistent with the specification of this classification. (M)



SIGNATURES	
I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position	
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Energy Analyst	Todd Ferris Energy Commission Supervisor II (EFF)